

## Chapter 3

# Non-Appropriated Fund Request for Personnel Actions

## Chapter Overview

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**Introduction** This chapter describes the Non-Appropriated Fund (NAF) Request for Personnel Action (RPA) and the taskflow buttons to access unique NAF Descriptive Data Fields (DDF)s.

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**See Also** Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS.  
Module 4, Staffing Using the Modern DCPDS

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**Before You Begin** The NAF RPA is similar to the Appropriated RPA. The NAF RPA is used for the Army DA Form 3434 and the Air Force Form 2545.

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# NAF RPA

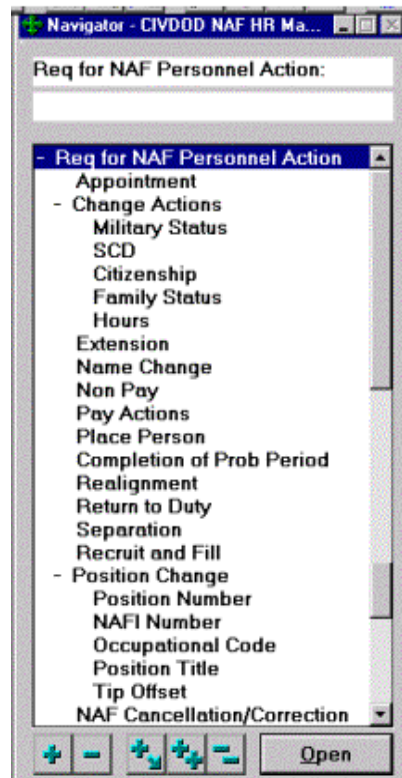
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**Purpose** This section describes the NAF RPA. Army and Air Force have a separate **RPA Navigation List**.

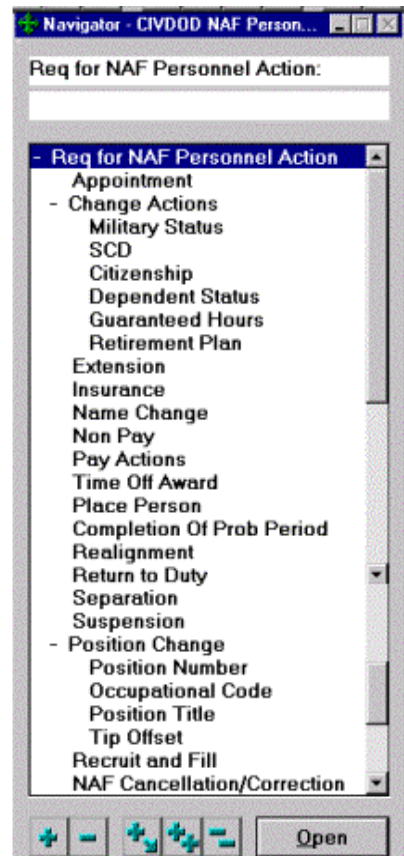
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## NAF RPA Navigation Lists

### Army



### Air Force

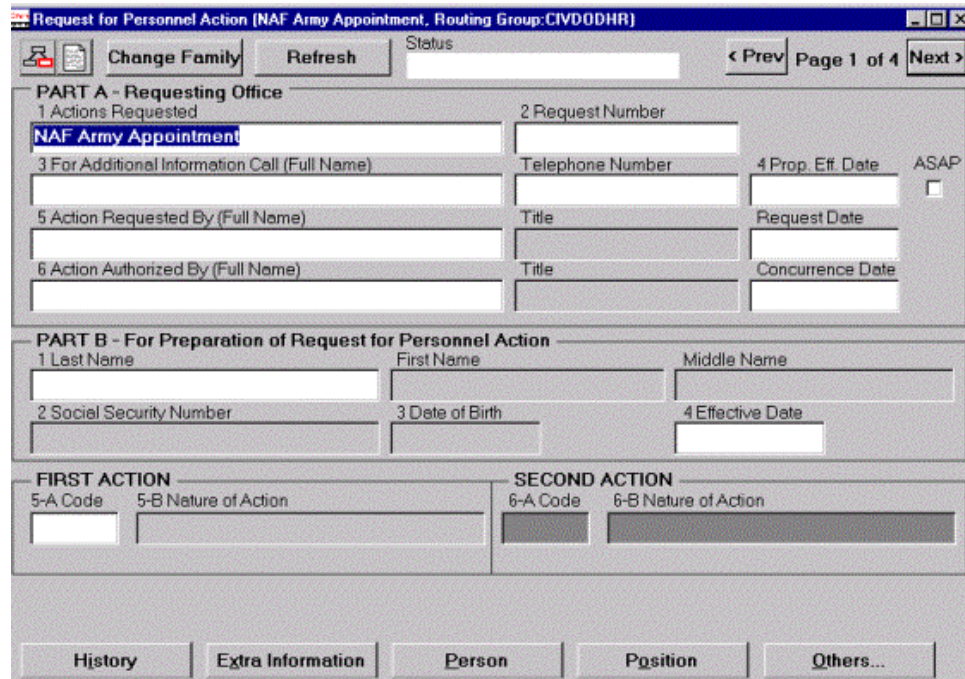



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## NAF RPA, Continued

NAF RPA      Page 1 of a NAF Army Appointment.



**Request for Personnel Action (NAF Army Appointment, Routing Group: CIVD0DHR)**

Change Family Refresh Status < Prev Page 1 of 4 Next >

**PART A - Requesting Office**

1 Actions Requested  
NAF Army Appointment

2 Request Number

3 For Additional Information Call (Full Name)

Telephone Number

4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name)

Title

Request Date

6 Action Authorized By (Full Name)

Title

Concurrence Date

**PART B - For Preparation of Request for Personnel Action**

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

**FIRST ACTION**

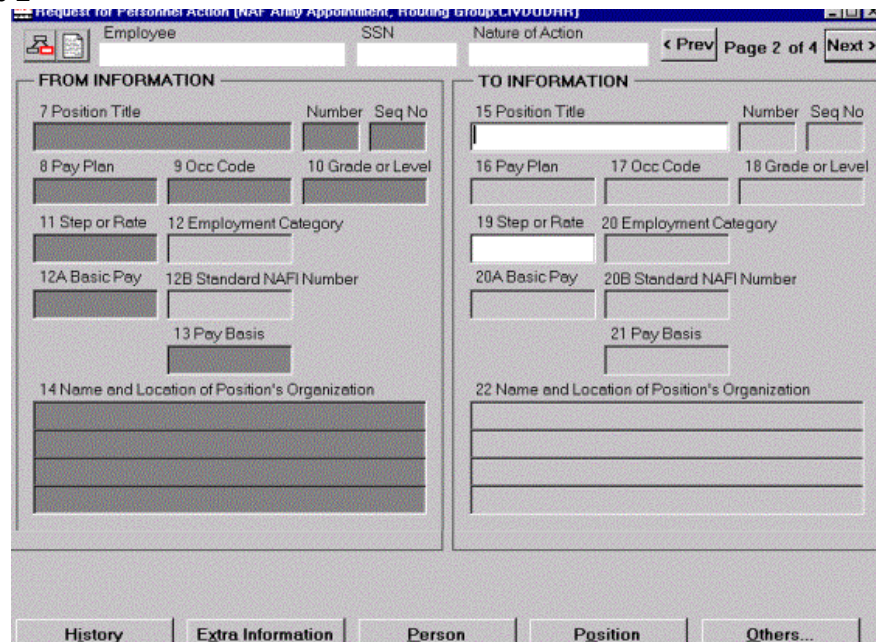
5-A Code 5-B Nature of Action

**SECOND ACTION**

6-A Code 6-B Nature of Action

History Extra Information Person Position Others...

Page 2



**Request for Personnel Action (NAF Army Appointment, Routing Group: CIVD0DHR)**

Employee SSN Nature of Action < Prev Page 2 of 4 Next >

**FROM INFORMATION**

7 Position Title Number Seq No

8 Pay Plan 9 Occ Code 10 Grade or Level

11 Step or Rate 12 Employment Category

12A Basic Pay 12B Standard NAFI Number

13 Pay Basis

14 Name and Location of Position's Organization

**TO INFORMATION**

15 Position Title Number Seq No

16 Pay Plan 17 Occ Code 18 Grade or Level

19 Step or Rate 20 Employment Category

20A Basic Pay 20B Standard NAFI Number

21 Pay Basis

22 Name and Location of Position's Organization

History Extra Information Person Position Others...

Continued on next page

# NAF RPA, Continued

NAF RPA  
(Cont)

Page 3

**Request for Personnel Action (NAF Army Appointment, Routing Group: CIVD0DHR)**

Employee SSN Nature of Action < Prev Page 3 of 4 Next >

**EMPLOYEE DATA**

23 Veterans Preference 24 Family Member Employment Pref 25 Assigned Shift

26 AF Group Health Insurance 27 Annuitant Indicator 28 Pay Rate Determinant

29 Retirement Code 30 SCD Leave 31 SCD LOS 32 SCD BBA 33 AF Group Life Insurance

34 Military Status 35 Dependent Status 36 Guaranteed Wk Hrs 37 Qtr Hrs

**POSITION DATA**

38 FLSA Category 39 Bargaining Unit Status

40 Duty Station Code 41 Duty Station (City - County - State or Overseas Location)

42 Educational Level

43 Citizenship 44 Supervisory Status

History Extra Information Person Position Others...

Page 4

**Request for Personnel Action (NAF Army Appointment, Routing Group: CIVD0DHR)**

Employee SSN Nature of Action < Prev Page 4 of 4 Next >

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)

☐ Yes ☐ No

**PART E - Employee Resignation/Retirement**

Reasons for Resignation/Retirement

Forwarding Address City State

Zip Code Country [ ]

**PART F - Remarks**

Code	Description	Required
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

History Extra Information Person Position Others...

*Continued on next page*



## NAF RPA, Continued

### Taskflow Buttons

There are five Taskflow Buttons at the bottom of the NAF RPA: **History**, **Extra Information**, **Person**, **Position**, and **Others**.

The screenshot shows the 'Request for Personnel Action (NAF Army Appointment, Routing Group: CIVD0DHR)' form. At the bottom, there are five buttons: 'History', 'Extra Information', 'Person', 'Position', and 'Others...'. An arrow points to the 'History' button.

### Taskflow Buttons

#### <History>

The screenshot shows the 'Request for Personnel Action - Routing History (Nabinett, Olivia Ann/Transfer In)' window. It displays a table of action history with columns for User Name, Full User Name, Action Taken, and various roles (Approved, Interim, Initiator, Authorizer, Approver) with checkboxes for each.

User Name	Full User Name	Action Taken	Approved	Interim	Initiator	Authorizer	Approver
ARMSTRONG	Armour, Ralph K	NOT_ROUTED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

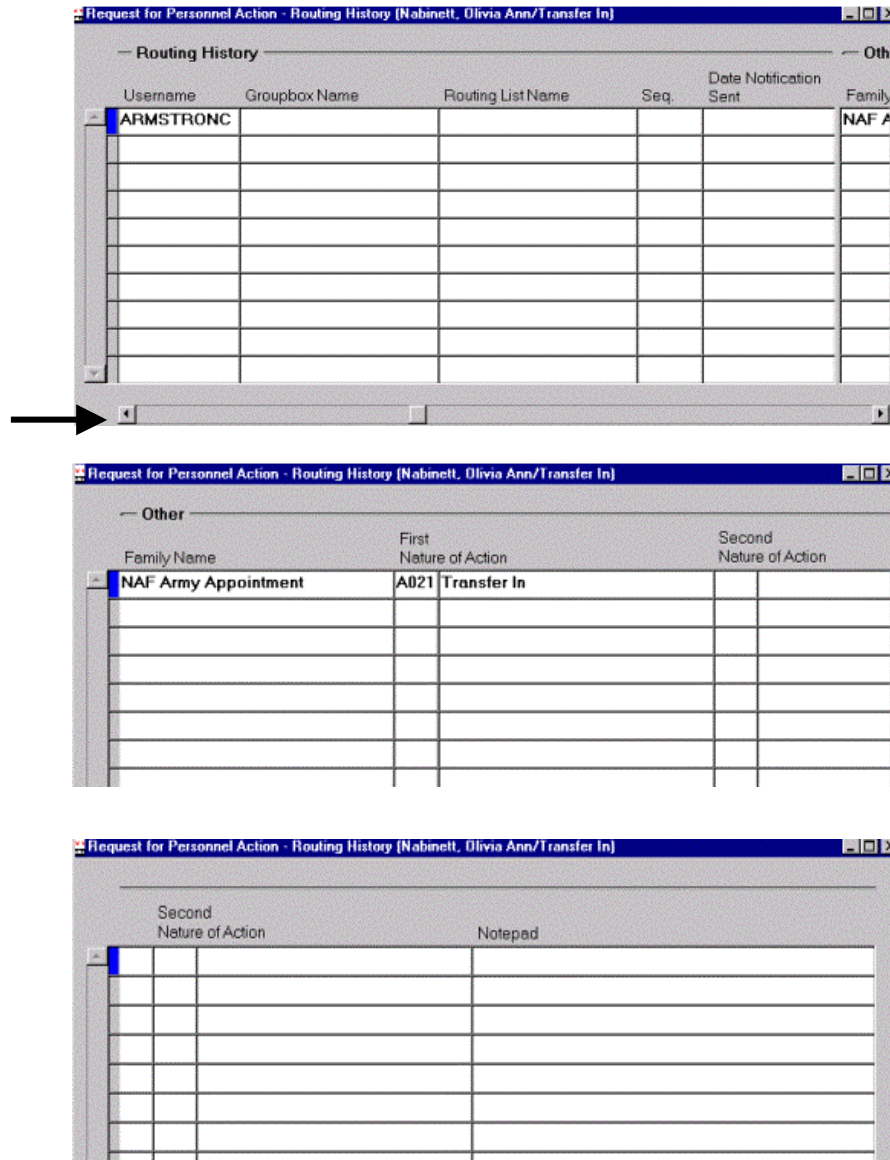
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## NAF RPA, Continued

### Taskflow Buttons (continued)

<History>  
(cont)

Use the bottom Scroll Bar to scroll to the right to continue viewing the history information of the RPA.



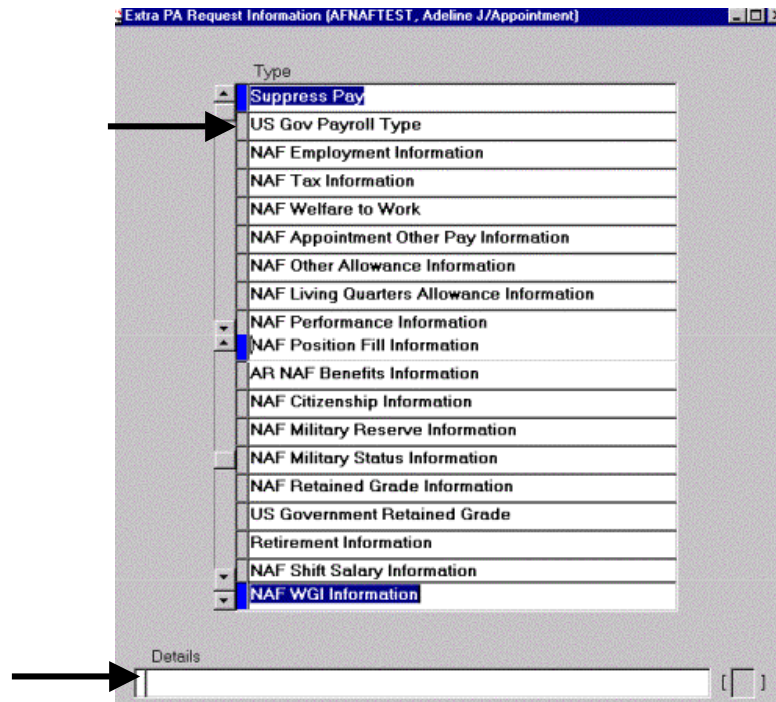
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## NAF RPA, Continued

### Taskflow Buttons (Cont)

**<Extra Information>:** These are single occurring fields and store most of the employee information. There are 19 **NAF Extra Information Types** for Army and 20 for Air Force. You will only see the *Types* associated with the NOA being processed.

The following *Types* display with an Army NAF Appointment.

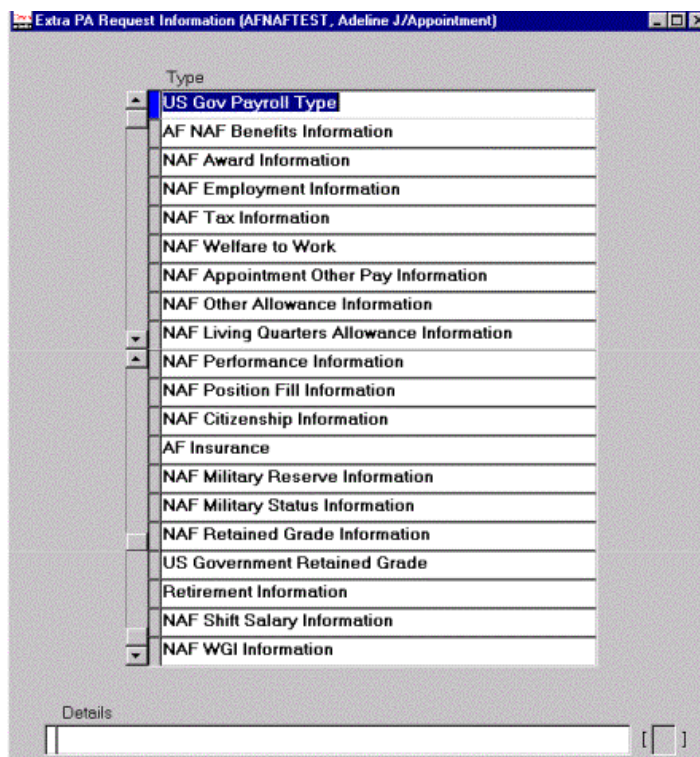


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## NAF RPA, Continued

### Taskflow Buttons (Continued)

The following *Types* display with an Air Force Appointment.



### Accessing the Extra Information Flexfields

Step	Action
1	Place the <i>Current Record Indicator</i> next to <b>Extra Information Type</b> . Example: <b>US Gov Payroll Type</b> .
2	Click <b>Details</b> . The <b>US Gov Payroll Type</b> Window displays.
3	Click the LOV and make a selection or type the information in the data field. Click <b>&lt;OK&gt;</b> . Click <b>&lt;Save&gt;</b> and then return to the Extra Information Window.

*Continued on next page*



## NAF RPA, Continued

### Flexfields Used with All NAF Appointment Actions

Use the above steps to access and view the remaining flexfields.

Examples:

#### US Gov Payroll Type:



**Note:** Army NAF uses only “NAF Alternate and Europe”. AF NAF uses only “Alternate.”

#### NAF Employment Info:



**Note:**

- **Handicap Code** auto-populates with the most common value. You should review and change as required.
- **Race and National Origin** is a mandatory entry for Army NAF.

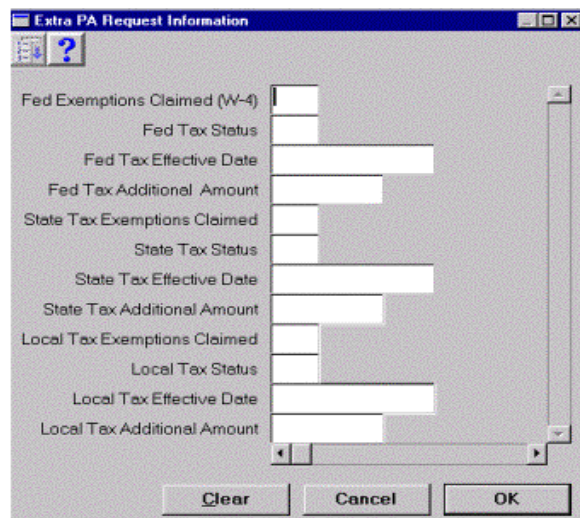
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## NAF RPA, Continued

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### Flexfields Used with All NAF Appointment Actions (continued)

#### NAF Tax Info:

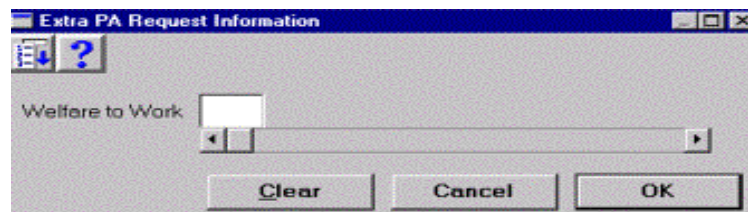


The screenshot shows the 'Extra PA Request Information' dialog box with the following fields:

- Fed Exemptions Claimed (W-4)
- Fed Tax Status
- Fed Tax Effective Date
- Fed Tax Additional Amount
- State Tax Exemptions Claimed
- State Tax Status
- State Tax Effective Date
- State Tax Additional Amount
- Local Tax Exemptions Claimed
- Local Tax Status
- Local Tax Effective Date
- Local Tax Additional Amount

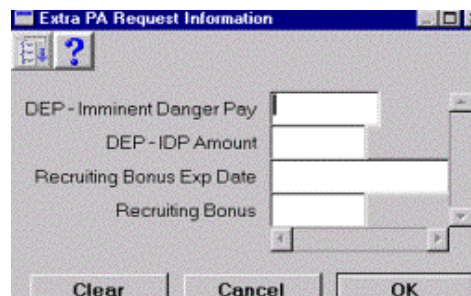
At the bottom are buttons for 'Clear', 'Cancel', and 'OK'.

#### NAF Welfare to Work:



The screenshot shows the 'Extra PA Request Information' dialog box with the 'Welfare to Work' field. At the bottom are buttons for 'Clear', 'Cancel', and 'OK'.

#### AF Appointment Other Pay Info:



The screenshot shows the 'Extra PA Request Information' dialog box with the following fields:

- DEP - Imminent Danger Pay
- DEP - IDP Amount
- Recruiting Bonus Exp Date
- Recruiting Bonus

At the bottom are buttons for 'Clear', 'Cancel', and 'OK'.

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## NAF RPA, Continued

### Flexfields Used with All NAF Appointment Actions (continued)

#### NAF Other Allowance Info:

The screenshot displays a software window titled "Extra PA Request Information". It contains a list of fields for entering allowance information, each with a corresponding input box. The fields are organized into two main sections, with a vertical scrollbar on the right. The bottom of the window features three buttons: "Clear", "Cancel", and "OK".

Cola Percent	
Non Foreign Allowance	
Post Allow Amount	
Post Allowance Location Code	
Post Allow Family Members	
Post Allow Begin Date	
Post Allow End Date	
Post Differential Percentage	
Post Differential Begin Date	
Post Differential End Date	
Post Diff Last Action Code	
Sup Post Allow Day Rate	
Sup Post Allow Begin Date	
Sup Post Allow End Date	
Sep Maint Allow Amt	
Sep Maint Allow Begin Date	
Sep Maint Allow End Date	
Sep Maint Last Action Code	
Sup Post Allow End Date	
Sep Maint Allow Amt	
Sep Maint Allow Begin Date	
Sep Maint Allow End Date	
Sep Maint Last Action Code	
Temp Lodging Allow Type	
Temp Lodging Allow Day Rate	
Temp Lodging Allow Begin Date	
Temp Lodging Allow End Date	
TOSA Amount	
TOSA Begin Date	
TOSA End Date	
Non Pay Hours	

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## NAF RPA, Continued

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### Flexfields Used with All NAF Appointment Actions (continued)

#### NAF Living Quarters Allowance:

Extra PA Request Information

LQA Amount

LQA Begin Date

LQA End Date

Purchase Currency Type

Rent Currency Type

Purchase Amount

Conversion Rate

Rent Amount

Quarters Type

Number Family Members

Quarters Group

Shared Percentage

Utility Currency Type

Utility Amount

LQA Location Code

Last Action Code

Clear Cancel OK

#### NAF Performance Info:

Extra PA Request Information

Date Appraisal Due

Perf Evaluation

Date Prob/Trial Period Begins

Date Prob/Trial Period Ends

Date Prob Appr Due

Clear Cancel OK

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## NAF RPA, Continued

### Flexfields Used with All NAF Appointment Actions (continued)

#### NAF Position Fill Info:

The screenshot shows a Windows-style dialog box titled "Extra PA Request Information". It contains a list of date fields for appointment information, each with a corresponding text input box. The fields are: "Date Assigned Current Agency", "Date Arrived Personnel Office", "Dt Svc Reimb Agmt Expir", "Date Return Rights Expire", "Date Travel Agmt PCS Expires", "Dt Sponsor Departs", "Date Overseas Tour Expires", and "Tour of Duty". At the bottom of the dialog are three buttons: "Clear", "Cancel", and "OK".

#### AR NAF Benefits Info: (Army only)

The screenshot shows a Windows-style dialog box titled "Extra PA Request Information". It contains a list of fields for Army NAF benefits information, each with a corresponding text input box. The fields are: "Health Insurance Elig Code", "Health Insurance Plan", "Plan Option", "Health Benefits Effective Date", "Health Benefits Deduction Pct", "Life Insurance Plan Code", "Life Insurance Optional Amt", "Life Insurance Effective Date", "401K/TSP Effective Date", "TSP Opt Alloc - C-Fund", "TSP Opt Alloc - F-Fund", "TSP Opt Alloc - G-Fund", "401(K)/TSP Total Deferral Pct", and "TSP Whole Dollar Amount". At the bottom of the dialog are three buttons: "Clear", "Cancel", and "OK".

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## NAF RPA, Continued

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### Flexfields Used with All NAF Appointment Actions (continued)

#### NAF Citizenship:

The screenshot shows a dialog box titled "Extra PA Request Information". It contains a label "Country World Citizenship" followed by a dropdown menu showing "US" and the text "United States". Below the dropdown are three buttons: "Clear", "Cancel", and "OK".

#### NAF Military Reserve:

The screenshot shows a dialog box titled "Extra PA Request Information". It contains three labels: "Reserve Category", "Military Recall Status", and "Civilian Duty Status". Each label is followed by a dropdown menu showing "Y" and the text "Not Applicable". Below the dropdowns are three buttons: "Clear", "Cancel", and "OK".

#### NAF Military Status:

The screenshot shows a dialog box titled "Extra PA Request Information". It contains five labels: "Dt Retired from Military", "Uniform Service Component", "Uniform Service Design", "Retired Grade", and "Mil Retirement Waiv Ind". Each label is followed by a text input field. Below the input fields are three buttons: "Clear", "Cancel", and "OK".

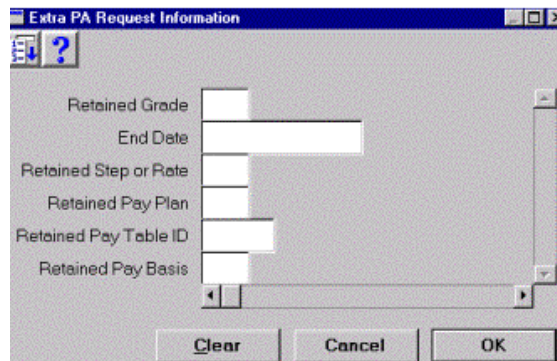
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## NAF RPA, Continued

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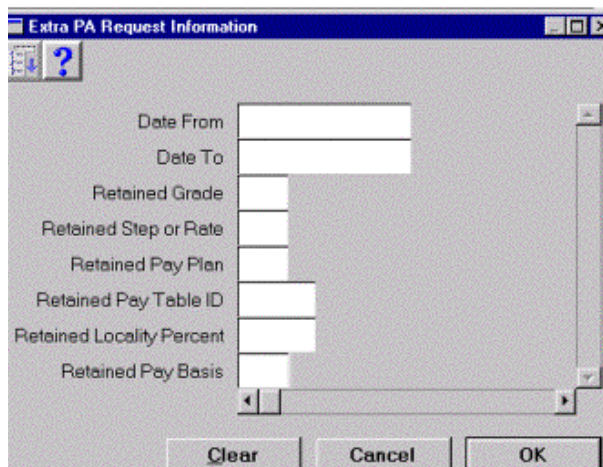
### Flexfields Used with All NAF Appointment Actions (continued)

#### NAF Retained Grade:



The screenshot shows a dialog box titled "Extra PA Request Information". It contains the following fields: Retained Grade, End Date, Retained Step or Rate, Retained Pay Plan, Retained Pay Table ID, and Retained Pay Basis. At the bottom are buttons for Clear, Cancel, and OK.

#### US Gov Retained Grade:



The screenshot shows a dialog box titled "Extra PA Request Information". It contains the following fields: Date From, Date To, Retained Grade, Retained Step or Rate, Retained Pay Plan, Retained Pay Table ID, Retained Locality Percent, and Retained Pay Basis. At the bottom are buttons for Clear, Cancel, and OK.

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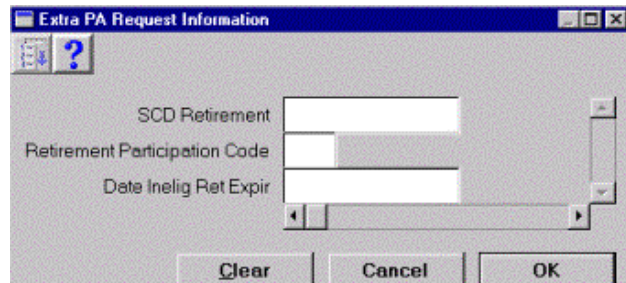
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## NAF RPA, Continued

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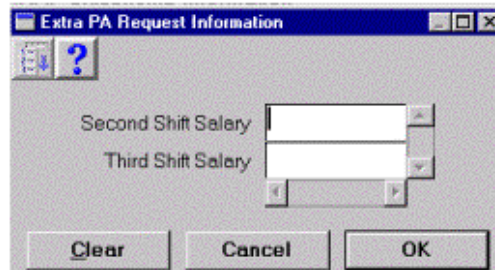
### Flexfields Used with All NAF Appointment Actions (continued)

#### Retirement Information:



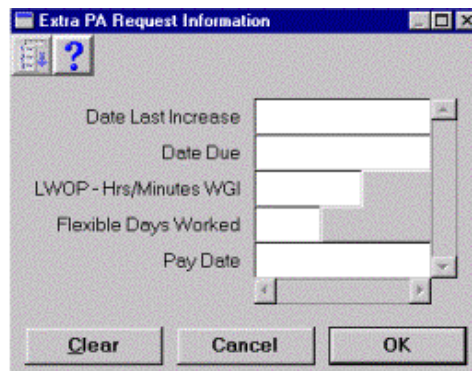
The screenshot shows a dialog box titled "Extra PA Request Information" with a question mark icon. It contains three input fields: "SCD Retirement", "Retirement Participation Code", and "Date Inelig Ret Expir". Below the fields are three buttons: "Clear", "Cancel", and "OK".

#### NAF Shift Salary Information:



The screenshot shows a dialog box titled "Extra PA Request Information" with a question mark icon. It contains two input fields: "Second Shift Salary" and "Third Shift Salary". Below the fields are three buttons: "Clear", "Cancel", and "OK".

#### NAF WGI Information:



The screenshot shows a dialog box titled "Extra PA Request Information" with a question mark icon. It contains five input fields: "Date Last Increase", "Date Due", "LWOP - Hrs/Minutes WGI", "Flexible Days Worked", and "Pay Date". Below the fields are three buttons: "Clear", "Cancel", and "OK".

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## NAF RPA, Continued

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### Flexfields Used with All NAF Appointment Actions (continued)

#### AF NAF Benefits Info: (Air Force only)

The screenshot shows a Windows-style dialog box titled "Extra PA Request Information". It contains the following fields:

- 401K/TSP Effective Date
- TSP Opt Alloc - C-Fund
- TSP Opt Alloc - F-Fund
- TSP Opt Alloc - G-Fund
- 401(K)/TSP Total Deferral Pct
- TSP Whole Dollar Amount

At the bottom of the dialog box are three buttons: "Clear", "Cancel", and "OK".

#### AF NAF Awards Info: (Air Force only)

The screenshot shows a Windows-style dialog box titled "Extra PA Request Information". It contains a single input field labeled "Award Hours".

At the bottom of the dialog box are three buttons: "Clear", "Cancel", and "OK".

#### AF Insurance: (Air Force only)

The screenshot shows a Windows-style dialog box titled "Extra PA Request Information". It contains the following fields:

- Health Ins Elect Effec Dt
- Health Ins Elect Exp Dt
- AF Life Plan
- AF Health Plan
- AF Class Code
- Life Ins Elect Effec Dt
- Life Ins Elect Exp Dt

At the bottom of the dialog box are three buttons: "Clear", "Cancel", and "OK".

*Continued on next page*

## NAF RPA, Continued

### Taskflow Buttons (cont)

**<Person>:** Displays the **People** Window. There are five Taskflow Buttons which can be used to view information only. To update these flexfields, refer to:

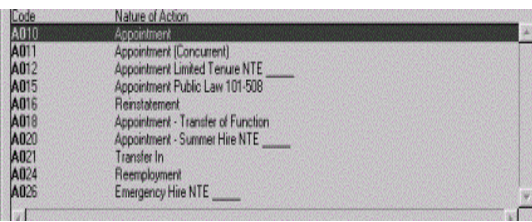
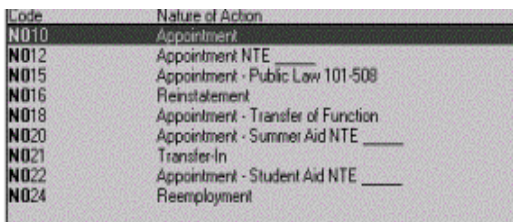
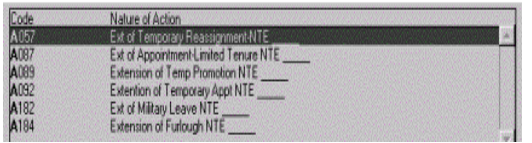
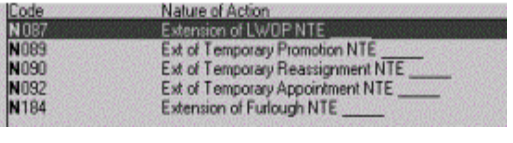

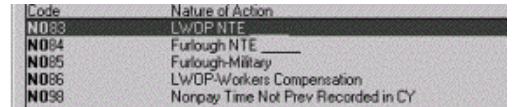
- Module 1, Fundamentals of the Modern DCPDS  
Chap 5, Updating and Viewing the Employee Record
- Module 9, Non-Appropriated Fund Actions Using the Modern DCPDS  
Chapter 4, Updating and Viewing Non-Appropriated Fund Employee Records

**<Position>:** Displays the **Position** Window for viewing position data. Refer to Module 2, Chapter 1, Building Positions for updating position data and Chapter 2, Building a NAF Position in this module.

**<Others>:** N/A

### NAF NOAs

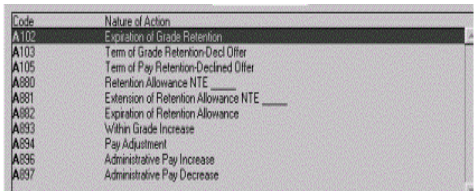
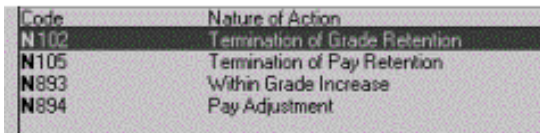
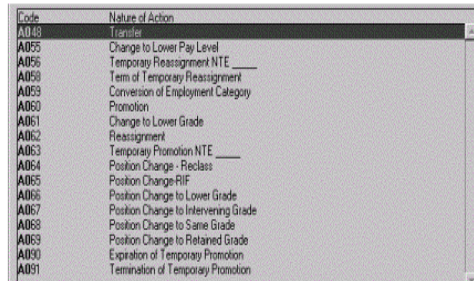
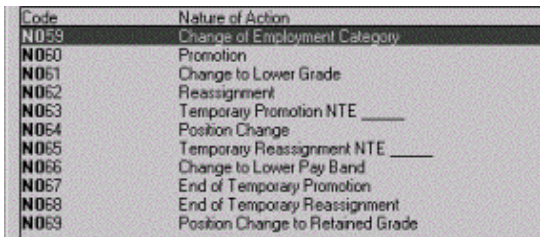
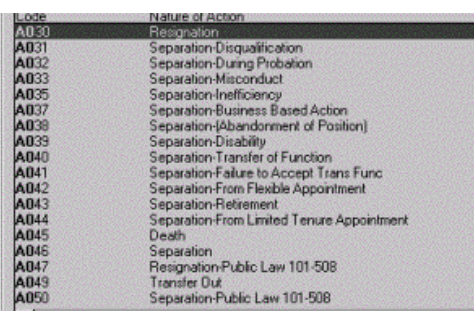
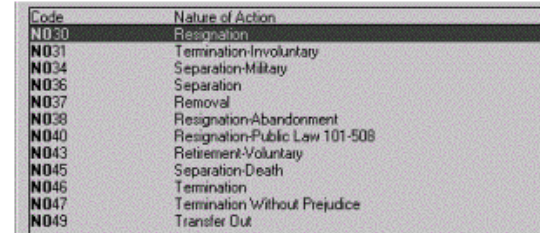
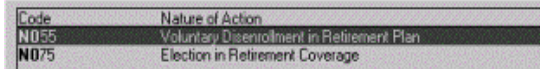

NAF Nature of Actions (NOAs) begin with the prefix A = Army or N = AF.

Action	Army NOAs	Air Force NOAs
<b>Appoint-ment</b>	 <p>Code Nature of Action  A010 Appointment  A011 Appointment (Concurrent)  A012 Appointment Limited Tenure NTE ____  A015 Appointment Public Law 101-508  A016 Reinstatement  A018 Appointment - Transfer of Function  A020 Appointment - Summer Hire NTE ____  A021 Transfer In  A024 Reemployment  A026 Emergency Hire NTE ____</p>	 <p>Code Nature of Action  N010 Appointment  N012 Appointment NTE ____  N015 Appointment - Public Law 101-508  N016 Reinstatement  N018 Appointment - Transfer of Function  N020 Appointment - Summer Aid NTE ____  N021 Transfer-In  N022 Appointment - Student Aid NTE ____  N024 Reemployment</p>
<b>Extension</b>	 <p>Code Nature of Action  A057 Ext of Temporary Reassignment NTE ____  A087 Ext of Appointment Limited Tenure NTE ____  A089 Extension of Temp Promotion NTE ____  A092 Extension of Temporary Appt NTE ____  A182 Ext of Military Leave NTE ____  A184 Extension of Furlough NTE ____</p>	 <p>Code Nature of Action  N087 Extension of LWOP NTE ____  N089 Ext of Temporary Promotion NTE ____  N090 Ext of Temporary Reassignment NTE ____  N092 Ext of Temporary Appointment NTE ____  N184 Extension of Furlough NTE ____</p>
<b>Non Pay</b>	 <p>Code Nature of Action  A084 Furlough NTE ____  A085 Furlough Military NTE ____</p>	 <p>Code Nature of Action  N033 LWOP NTE ____  N084 Furlough NTE ____  N085 Furlough Military  N086 LWOP/Workers Compensation  N098 Nonpay Time Not Prev Recorded in CY</p>

*Continued on next page*

## NAF RPA, Continued

### NAF NOAs (continued)

Action	Army NOAs	Air Force NOAs
<b>Pay Actions</b>	 <p>Code Nature of Action</p> <p>A102 Expiration of Grade Retention</p> <p>A103 Term of Grade Retention-Decl Offer</p> <p>A105 Term of Pay Retention-Declined Offer</p> <p>A890 Retention Allowance NTE _____</p> <p>A891 Extension of Retention Allowance NTE _____</p> <p>A892 Expiration of Retention Allowance</p> <p>A893 Within Grade Increase</p> <p>A894 Pay Adjustment</p> <p>A895 Administrative Pay Increase</p> <p>A897 Administrative Pay Decrease</p>	 <p>Code Nature of Action</p> <p>N102 Termination of Grade Retention</p> <p>N105 Termination of Pay Retention</p> <p>N893 Within Grade Increase</p> <p>N894 Pay Adjustment</p>
<b>Place Person</b>	 <p>Code Nature of Action</p> <p>A049 Transfer</p> <p>A055 Change to Lower Pay Level</p> <p>A056 Temporary Reassignment NTE _____</p> <p>A059 Term of Temporary Reassignment</p> <p>A059 Conversion of Employment Category</p> <p>A060 Promotion</p> <p>A061 Change to Lower Grade</p> <p>A062 Reassignment</p> <p>A063 Temporary Promotion NTE _____</p> <p>A064 Position Change - Reclass</p> <p>A065 Position Change RIF</p> <p>A066 Position Change to Lower Grade</p> <p>A067 Position Change to Intervening Grade</p> <p>A068 Position Change to Same Grade</p> <p>A069 Position Change to Retained Grade</p> <p>A090 Expiration of Temporary Promotion</p> <p>A091 Termination of Temporary Promotion</p>	 <p>Code Nature of Action</p> <p>N059 Change of Employment Category</p> <p>N060 Promotion</p> <p>N061 Change to Lower Grade</p> <p>N062 Reassignment</p> <p>N063 Temporary Promotion NTE _____</p> <p>N064 Position Change</p> <p>N065 Temporary Reassignment NTE _____</p> <p>N066 Change to Lower Pay Band</p> <p>N067 End of Temporary Promotion</p> <p>N068 End of Temporary Reassignment</p> <p>N069 Position Change to Retained Grade</p>
<b>Separation</b>	 <p>Code Nature of Action</p> <p>A030 Resignation</p> <p>A031 Separation-Disqualification</p> <p>A032 Separation-During Probation</p> <p>A033 Separation-Misconduct</p> <p>A035 Separation-Inefficiency</p> <p>A037 Separation-Business Based Action</p> <p>A039 Separation-(Abandonment of Position)</p> <p>A039 Separation-Disability</p> <p>A040 Separation-Transfer of Function</p> <p>A041 Separation-Failure to Accept Trans Func</p> <p>A042 Separation-From Flexible Appointment</p> <p>A043 Separation-Retirement</p> <p>A044 Separation-From Limited Tenure Appointment</p> <p>A045 Death</p> <p>A046 Separation</p> <p>A047 Resignation-Public Law 101-508</p> <p>A049 Transfer Out</p> <p>A050 Separation-Public Law 101-508</p>	 <p>Code Nature of Action</p> <p>N030 Resignation</p> <p>N031 Termination-Involuntary</p> <p>N034 Separation-Military</p> <p>N036 Separation</p> <p>N037 Removal</p> <p>N038 Resignation-Abandonment</p> <p>N040 Resignation-Public Law 101-508</p> <p>N043 Retirement-Voluntary</p> <p>N045 Separation-Death</p> <p>N046 Termination</p> <p>N047 Termination Without Prejudice</p> <p>N049 Transfer Out</p>
<b>Retirement</b>	N/A	 <p>Code Nature of Action</p> <p>N055 Voluntary Disenrollment in Retirement Plan</p> <p>N075 Election in Retirement Coverage</p>
<b>Insurance</b>	N/A	 <p>Code Nature of Action</p> <p>N073 Election of Insurance Coverage</p> <p>N074 Change in Insurance Coverage</p>

*Continued on next page*

## NAF RPA, Continued

### NOAs with Specific NAF Actions

Navigation List	Army NOA Code	Air Force NOA Code	Nature of Action
<b>Change Actions:</b>			
<b>Military Status</b>	A070	N070	Change in Military Status.
<b>SCD</b>	A071	N071	Change in Service Computation Date.
<b>Citizenship</b>	A095	N095	Change in Citizenship.
<b>Dependent Status (AF Only)</b>	N/A	N076	Change in Dependent Status.
<b>Family Status (Army Only)</b>	A076	N/A	Change in Family Member Status.
<b>Guaranteed Hours (AF Only)</b>	N/A	N895	Change in Guaranteed Hours.
<b>Hours (Army Only)</b>	A782	N/A	Change in Hours.
<b>Name Change</b>	A072	N072	Name Change.
<b>Completion of Prob Period</b>	A077	N077	Completion of Probationary Period.
<b>Realignment*</b>	A096	N096	(Realignment of one employee).
<b>Return to Duty</b>	A088	N088	Return to Duty.
<b>Recruit/Fill**</b>	A999	N999	Manager Initiated Personnel Action.
<b>Position Changes:</b>			
<b>Position Nbr</b>	A099	N099	Change in Position Number (CPCN).
<b>NAFI Number (Army Only)</b>	A097	N/A	Change of Standard NAFI Number.
<b>Occupational Code</b>	A094	N094	Change in Occupational Code.
<b>Position Title</b>	A093	N093	Change in Position Title.
<b>Tip Offset</b>	A081	N081	Change in Tip Offset.

\* Mass Realignment is under development.

\*\* Currently all actions are initiated by the Personnel Office.



**Note:** As you complete the **Extra Information** flexfields, **Save** the RPA to an Inbox.



## Saving and Routing the RPA

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### Saving your RPA

Click the Save button on the Toolbar  to save your RPA action.

*Or*

On the Main Menu Bar, click **A**ction → **S**ave.

*Or*

Click **A**ction → **S**ave and Proceed.

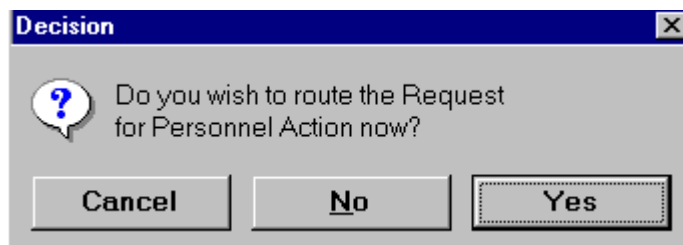
*Or*

Press F10 on the keyboard.

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### Routing the Request for Personnel Action

Once you have saved your RPA, a dialog box displays.



Click <**C**ancel> to stop the process and return to the RPA.

*Or*

Click <**N**o> to save your action to this point and return to the RPA.

*Or*

Click <**Y**es> to display the **R**outing Window.

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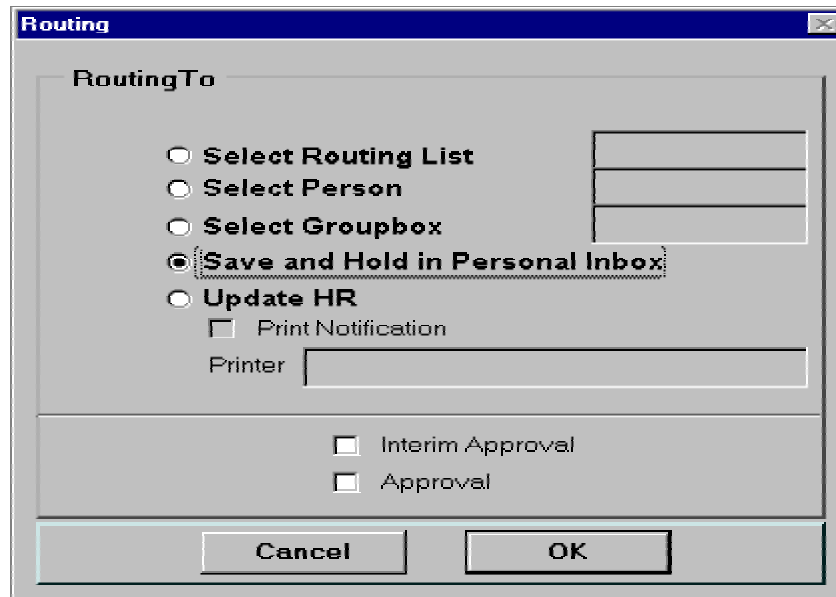
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## Saving and Routing the RPA, Continued

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### Routing Window

The **Routing** Window gives you several options for processing your RPA. Select the correct option based on your role in the routing of your RPA.



The screenshot shows a Windows-style dialog box titled "Routing". Inside, there is a section labeled "RoutingTo" containing five radio button options: "Select Routing List", "Select Person", "Select Groupbox", "Save and Hold in Personal Inbox" (which is selected and highlighted with a dashed border), and "Update HR". To the right of these options are three empty text input fields. Below the radio buttons is a checkbox labeled "Print Notification" and a text field labeled "Printer". At the bottom of the dialog are two buttons: "Cancel" and "OK".



#### Notes:

- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** Window may be grayed out based on your role and responsibility.

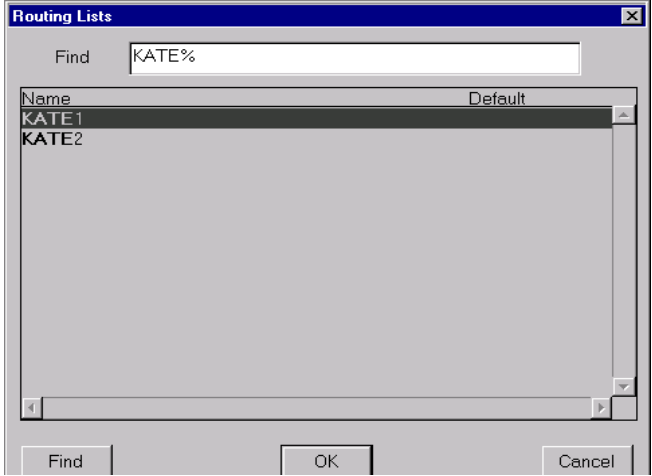
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## Saving and Routing the RPA, Continued

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### Routing Window (continued)

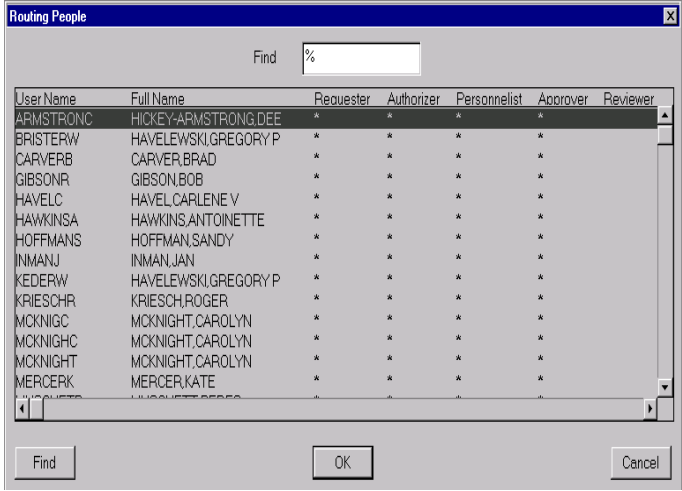
Routing To Region	Description/Function
Select Routing List	<p>Click <i>Select Routing List</i> to display a <b>Routing Lists</b> Window to allow you to select a predetermined sequence of recipients. The listing defines the order in which a personal inbox or groupbox receives the workflow notification.</p>  <p>Click the correct routing list and click &lt;OK&gt; to populate the data field on the <b>Routing</b> Window. Then click &lt;OK&gt; on the <b>Routing</b> Window to route the action.</p>

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## Saving and Routing the RPA, Continued

### Routing Window (continued)

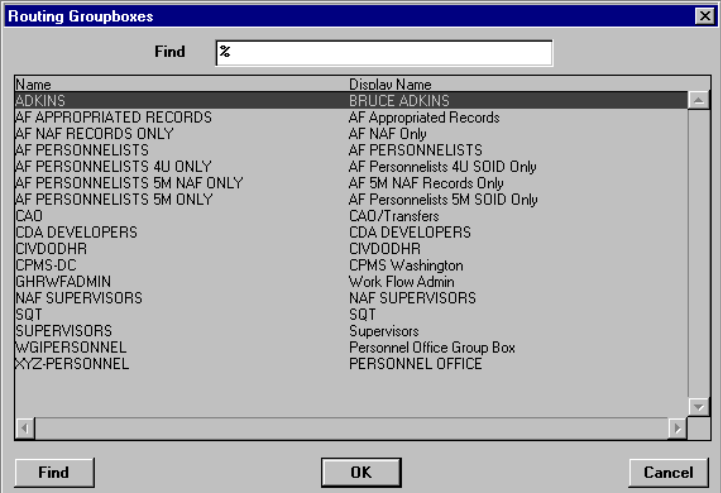
Routing To Region	Description/Function
Select Person	<p>Click <i>Select Person</i> to display a <b>Routing People</b> Window to route the action with a listing of individuals based on their role.</p> <p>Select the correct individual to route the action too.</p> <p>Click <b>&lt;OK&gt;</b> to populate the data field on the <b>Routing</b> Window. Then click <b>&lt;OK&gt;</b> on the <b>Routing</b> Window to route the action to the correct person.</p> 

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## Saving and Routing the RPA, Continued



### Routing Window (continued)

Routing To Region	Description/Function
Select Groupbox	<p>Click the <i>Select Groupbox</i> to display <b>Routing Groupboxes</b> Window. A groupbox contains a group of people who share a common function in the RPA process. The Groupbox could contain members of an office, branch, workgroup, etc. Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members.</p>  <p>Click the correct Groupbox for routing the action based on its role in the RPA process. Click <b>&lt;OK&gt;</b> to populate the data field on the <b>Routing</b> Window. Then click <b>&lt;OK&gt;</b> on the <b>Routing</b> Window to route the action to the correct Groupbox.</p>

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## Saving and Routing the RPA, Continued



### Routing Window (continued)

Routing To Region	Description/Function
<b>Save and Hold in Personal Inbox</b>  	<p>Select this option if you have not finished working on the RPA action and your Component has authorized use of the Personal Inbox. The RPA will be saved in your Civilian Inbox. You can then select and complete the RPA action at a later time.</p> <p>Click &lt;OK&gt; to save the RPA to your Civilian Inbox.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The system automatically defaults to the Save and Hold in Personal Inbox option.</li> <li>You <b>must</b> save the action to your Inbox in order to query the RPA from your Inbox after the action has processed.</li> </ul>
<b>Update HR</b>  	<p>You can select <b>Update HR</b> <u>only</u> if you have the assigned role and responsibility of updating the modern DCPDS database. This procedure will generate a Notification of Personnel Action (NPA). The modern DCPDS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information.</p> <p>Clicking <b>Update HR</b> automatically places an “X” in the <b>Print Notification</b> box if the effective date on the RPA is current or a past date. You do not have to print a Notification of Personnel Action at this time; therefore, you can deselect the print option. You can print the personnel action at a later time.</p> <p>NAF activities and other users of NPAs with four-character NOAs <b>must</b> deselect the <b>Print Notification</b> box to get the action to print. It will default to your printer on the effective date of the action.</p> <p><b>Note:</b> The modern DCPDS application does an edit check on the RPA action when the <b>Update HR</b> option is clicked, notifying you of corrections that need to be made before any <b>Update HR</b> can occur.</p>
<b>Print Notification</b>	Discussed in the next procedure of this chapter.

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## Saving and Routing the RPA, Continued

### Routing Window (continued)

Routing To	Description/Function
<b>Approval</b>  	Click the <i>Approval</i> box on the <b>Routing</b> Window if you are assigned the role of <i>Approver</i> .  <b>Note:</b> As an <i>Approver</i> , you can submit the RPA to <b>Update HR</b> , print the Notification for Personnel Action, return the RPA to the initiator to make changes and resubmit, or return the RPA to the Authorizer to make changes and resubmit or to a personnelist to finalize.
<b>Interim Approval</b>	The use of this function is dependent on Component business rules.
<Cancel>	Click <Cancel> to stop the process and return to the RPA.
<OK>  	Click the <OK> button to process the action and <b>Update HR</b> or to route the action to another inbox. <b>Note:</b> Follow the instructions if an <b>Error Message</b> Window displays on your screen.

## Printing the RPA/NPA

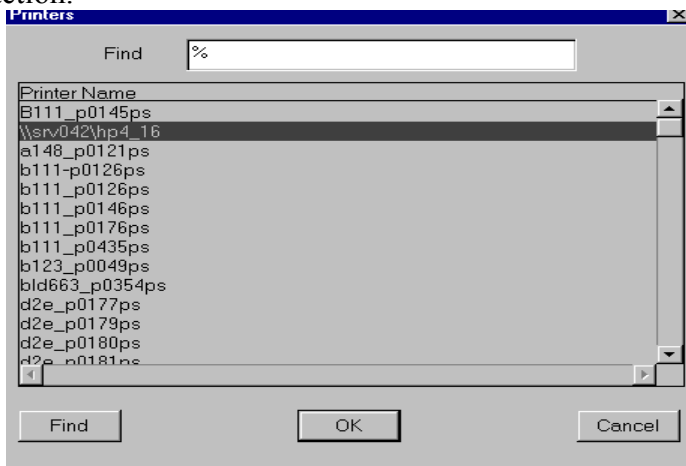

### Printing

There are several methods you can use to print the RPA or NPA.

1. On the Main Menu Bar click **A**ction → **P**rint.
2. Click the Print button on the Toolbar.
3. Print a Request for Personnel Action or a Notification of Personnel Action from the **R**outing Window.
4. For the DoD Customized NOAs, use the **R**outing Window to deselect the “X” in the **P**rint Notification Window. It will default to the user’s printer.

### Printing from the Routing Window

This print action is performed when you *Update HR* from the **R**outing Window.

Routing To	Description/Function
<b>Print Notification</b>	Click the box next to <b>Print Notification</b> . The system places an “X” in the box and the <b>Printer</b> data field is highlighted.
<b>Printer</b>	<p>Click in the <b>Printer</b> data field, a <b>Printers</b> Window displays listing all the printers that the system administrator has made available. Click the correct printer and click &lt;OK&gt; to automatically populate the printer data field.</p> <p>Click &lt;OK&gt; on the <b>R</b>outing Window to print the action.</p>  <p> <b>Note:</b> You cannot print a future action with a future effective date.</p>

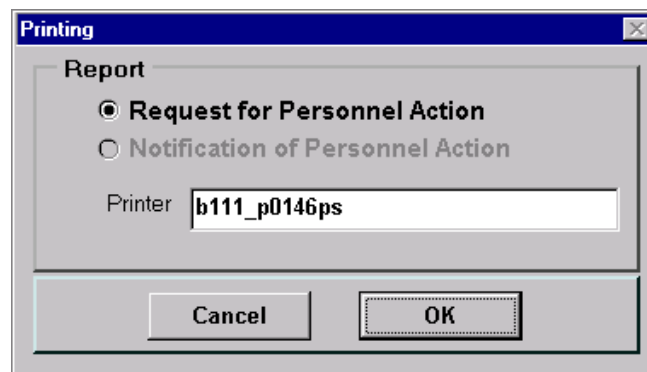
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## Printing the RPA/NPA, Continued

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### Printing from the Menu Bar or the Toolbar

- Click **Action** → **Print** on the Main Menu Bar or click the **Print** button on the Toolbar.
- The **Printing** Window displays. You have the option of printing the Request for Personnel Action (RPA). The Notification of Personnel Action (NPA) is grayed out until on or after the effective date of a finalized personnel action.
- Click your selection based on the action you are completing.
- Click the **Printer** data block to display a listing of printer options. Click the correct printer and click <OK> to automatically populate the **Printer** data field.



- Click <OK> on the **Printing** Window to print the action. A **Note** Window displays with information about your printing request.
  - Click <OK>.
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